

**Return to TLC by
Tuesday, November 9, 2004.**

Fax: 480-350-5314



**City of Tempe
Education Partnership
Employee Agreement**



**Western International University:
Master of Public Administration Program**

The City of Tempe, Tempe Learning Center has established a partnership with **Western International University**, 9215 North Black Canyon Highway, Phoenix, AZ 85021 to offer City of Tempe employees the opportunity to apply for enrollment in the **Master of Public Administration Program**.

Obtaining a graduate degree is a challenging endeavor; therefore, employees should carefully consider their personal ability and desire to enter this course of study.

Please read the following commitment and stipulation carefully before signing.

Employee Commitment:

In consideration of the city's payment of course tuition, books and fees on my behalf, I hereby agree and understand that I assume the following responsibilities upon entering this program:

I acknowledge that this is a **2 ½ - 3 ½ year** program and that I am expected to complete the program within the time frame established by Western International University and the City of Tempe partnership.

In the event that I find it necessary to withdraw from the program before completion, I will request approval to drop in writing to my supervisor and manager and Tempe Learning Center (TLC). I understand that I will forfeit my eligibility to participate in any future educational partnership program or tuition reimbursement until the program that I withdrew from has been completed.

If I leave my employment with the city for any reason I shall reimburse the city for the tuition advanced on my behalf for that portion of the program not yet completed by me.

I understand that fees (tuition and books) are paid in advance by TLC utilizing my annual tuition reimbursement benefit. Should I participate in the **WIU-MPA** program along with other pre-approved, tuition reimbursement eligible courses, amounts exceeding the annual tuition and book reimbursement benefit will be my responsibility.

If and when applicable, I will pay the cost of all textbooks, class materials, and any additional costs associated with obtaining the degree, including, but not limited to, applications fees, assessment fees, and graduation fees.

Stipulations:

The eligible candidate for the **WIU-MPA** program must be a regular employee who is eligible to receive tuition reimbursement benefits as part of their benefits package.

Admission is contingent upon meeting all the entrance requirements set forth by Western International University.

For eligibility verification purposes and in compliance with the Family Education Rights and Privacy Act (FERPA), I authorize Western International University to release relevant student information to those Tempe Learning Center (TLC) administrative officials with legitimate interests to such access.

Social Security Number

Signature

Date

Printed Name

Employee ID

Supervisor's Signature

Date